

2009

20th Fighter Wing Guide to Preparing for the ORI

What Every Airman Should Do to Prepare



20th FW
Team Shaw
4/14/2009



Why Did We Give You This Guide

To ensure you're fully prepared for the ORI. Use the attached checklists as a guide to help you prepare. These checklists represent expertise the IG expects you to know during the ORI. These checklists do not replace your responsibility to read AFMAN 10-100, "Airman's Manual" or AFMAN 10-2602. If information conflicts, published guidance supersedes these checklists.

Additionally, this guide provides essential information individuals and small units/teams must accomplish prior to the ORI. Section one focuses on individual skills, section two focuses on standardization and section three covers general information for the ORI.

At a minimum, here are the following things you need to do to prepare for the ORI.

- 1. Know your job cold – The ORI is nothing more than doing your job in a different uniform—chemical gear! Doing your job is the single biggest factor toward success in the ORI. It means performing your assigned tasks safely and by the book.**
- 2. Read – The ORI is an open book test. To pass with flying colors, you need to read the Airman's Manual, AFI 90-201, AFMAN 10-2602, and Shaw AFB Base X Plan.**
- 3. Look at previous reports – Previous reports provide intel on the IG Team.**
- 4. Keep a positive attitude and show the IG just how good you are!**



Have you Read

- 1. Airman's Manual (AFMAN 10-100)**
- 2. AFI 90-201, ACC Sup**
- 3. AFMAN 10-2602**
- 4. Base X Plan**

Table of Contents

SECTION 1 INDIVIDUAL ORI PREP ACTIONS.....	5
GENERAL PREPARATIONS.....	6
ATTACK CHECKLIST – ACTIONS WHEN YOU HEAR ALARM CONDITIONS.....	7
STANDARDIZATION ATTACK WARNING SIGNS.....	9
SABC CHECKLIST.....	10
ATNAA KIT CHECKLIST.....	11
ORI UXOs.....	12
WHAT TO DO (OR NOT DO) WITH AN IG – KEYS TO SUCCESS.....	14
20FW BE-NO’s – THERE WILL BE-NO.....	15
SECTION 2 STANDARDIZATION CHECKLISTS.....	17
VEHICLE OPERATOR’S QUICK REFERENCE.....	18
VEHICLE SIMULATIONS.....	19
FACILITY MANAGER CHECKLIST.....	20
COVERING EQUIPMENT, VEHICLES, AND OTHER ASSETS.....	21
VEHICLE EQUIPMENT HARDENING.....	22
INDIVIDUAL PROTECTION CHECKLIST.....	24
PAR TEAM BRIEFING GUIDE.....	26
PAR TEAM CHECKLIST.....	27
M-8 REPORTING GUIDE.....	31
CONTAMINATED REMAINS CHECKLIST.....	32
SECTION 3 OTHER IMPORTANT INFORMATION.....	33
COMPUTER NETWORK INCIDENT REPORTING CHECKLIST.....	34
20TH FIGHTER WING CRITICAL INFORMATION LIST.....	36

Section 1

Individual ORI Prep Actions



General Preparations

	Pre-Exercise/Inspection Preparations	Complete
1.	Inspect equipment to identify and resolve deficiencies and discrepancies (see attached IPE self inspection checklist)	
2.	Complete mask-fit testing	
3.	Complete mask leak test (Every 24 months)	
4.	Acquire required combat spectacles / inserts	
5.	Read/review Airman's Manual	
6.	Read AFMAN 10-2602	
7.	Attend ATSO Training – Every ORE	
8.	Attend ground rules brief – Every ORE	
	During Exercise	
1.	Park in designated parking area	
2.	Leave cell phones, pagers, etc. outside play area	
3.	Remove contacts, earrings, hair clips & wear combat spectacles/inserts	
4.	Enter and exit TA from approved ECP	
5.	Know shelter location and processing procedures <ul style="list-style-type: none"> • Report to shelter in Alarm Yellow or when directed 	
6.	Know CCA location and processing procedures <ul style="list-style-type: none"> • Report to CCA when directed by the UCC 	
7.	Report all activity to UCC or control center using S-A-L-U-T-E format	
8.	Know and execute Transition Point procedures	
9.	Always travel in pairs	
10.	Practice OPSEC	
11.	Obtain Chem Codes, Duress Words & Sign/Countersign	
	Individual Knowledge – Expect you'll be asked questions about these areas	
1.	Meaning of alarm signals (Green, Yellow, Red, Black)	
2.	MOPP levels (0, 1, 2, 3, 4)	
3.	What MOPP variations are & when authorized	
4.	Purpose of M8 & M9	
5.	How to place M8 & M9	
6.	Purpose & use of M291 & M295	
7.	How to mark and call in UXO's	
8.	S-A-L-U-T-E report format	
9.	SABC procedures	
10.	Actions required for all Alarm conditions	
11.	Use of ATNAA injectors	
12.	Contaminated areas and transition point procedures	
13.	Actions related to computer virus and classified message incident	
14.	Obtain UCC permission to transport deceased personnel EOC/ESF 8/11 approval before transport	
	OPSEC	
1.	Know 20th FW Critical Information List	
2.	Answer phone call saying "line-up," complete phone call saying "line-down"	

Attack Checklist – Actions When You Hear Alarm Conditions

Action	Complete
Alarm Green - Attack is Not Probable	
1. Remain in protected areas until directed by chain of command <ul style="list-style-type: none"> If directed to perform outside ops utilize as much overhead cover as possible and maximize use of contamination avoidance measures 	
2. Don MOPP as directed <ul style="list-style-type: none"> Wear field gear and personal body armor as required and directed Remove contact lenses, earrings, hair clips, and spectacle inserts 	
3. Maintain watch for covert attack indications <ul style="list-style-type: none"> Remain observant for signs of a covert or suspicious activity Report any activity to your UCC or control via S-A-L-U-T-E report 	
4. Review evacuation plan, shelter location	
5. Review transition point procedures and post attack recovery operations procedures <ul style="list-style-type: none"> Procedures for moving from contaminated to uncontaminated zones 	
6. Continuously re-evaluate protective actions <ul style="list-style-type: none"> Replenish expended material (e.g., IPE and nerve agent antidote) 	
7. Conduct team drills & training to assure readiness for various attack responses	
Alarm Yellow - Attack is Probable in Less Than 30 Minutes. Attack expected. Focus on final protection and contamination avoidance. Reduce MOPP level only when directed	
1. Don MOPP as directed. Hydrate. Follow work rest cycles	
2. Perform buddy checks	
3. Ensure all personnel in immediate area correct MOPP level & know current alarm	
4. Protect and cover assets	
5. Remain in shelter, go to shelter or seek protection with overhead cover	
Alarm Red - Attack by Air, Missile, or Ground Forces is Imminent or In Progress	
1. React to Alarm Red warning immediately <ul style="list-style-type: none"> Execute the most stringent Alarm Red protective actions in lieu of guidance 	
2. Take cover <ul style="list-style-type: none"> If your location becomes too dangerous, move to a safer location Assist injured personnel. Remain in current position & under cover until directed 	
3. If in bunker, follow bunker checklists for survivability and accountability	
4. Keep away from exterior walls of the shelter <ul style="list-style-type: none"> Use desks & interior rooms to provide additional protection in unhardened facilities 	
5. Use Buddy Checks to verify proper IPE wear	
6. Report attacks or enemy personnel movement to UCC or work center ASAP <ul style="list-style-type: none"> Armed individuals defend yourself under current ROE & coord actions w/others in area 	
7. Maintain accountability of your buddy	

8. Perform self-aid and buddy care <ul style="list-style-type: none"> • Report casualties • Report observations or symptoms of chem or bio to UCC or shelter mgt team 	
Alarm Black - Attack is Over	
1. Continue to wear IPE according to MOPP declaration	
2. Remain under cover & check yourself/others for evidence of contamination <ul style="list-style-type: none"> • If contamination is found, complete immediate decon with M291 & M295 decon kit; contact UCC if contaminated; report to CCA only when directed to by UCC • Perform SABC as needed 	
3. Be vigilant for UXO, casualties, contamination, and facility or equipment damage <ul style="list-style-type: none"> • Report all positive findings to UCC or work center via S-A-L-U-T-E report • Stay in a protected position with overhead cover unless you are in personal danger or must perform rescue or assist casualties that cannot move themselves to your position 	
4. Know contaminated areas – execute transition point procedures	
5. Be aware of contaminated equipment, vehicles, buildings – execute appropriate procedures	
6. Clearly report UXO, casualties, building damage and contamination	

Standardized Attack Warning Signals

USAF STANDARDIZED ATTACK WARNING SIGNALS FOR NBCC MEDIUM AND HIGH THREAT AREAS			
ALARM CONDITION	IF YOU	THIS INDICATES	GENERAL ACTIONS
GREEN	HEAR: ALARM GREEN SEE: GREEN FLAG	ATTACK IS NOT PROBABLE	<ul style="list-style-type: none"> • MOPP 0 OR AS DIRECTED ^{1,3} • NORMAL WARTIME CONDITION • RESUME OPERATIONS • CONTINUE RECOVERY ACTION
YELLOW	HEAR: ALARM YELLOW SEE: YELLOW FLAG	ATTACK IS PROBABLE IN LESS THAN 30 MINUTES	<ul style="list-style-type: none"> • MOPP 2 OR AS DIRECTED ¹ • PROTECT AND COVER ASSETS • GO TO PROTECTIVE SHELTER OR SEEK BEST • PROTECTION WITH OVERHEAD COVER ²
RED	HEAR: ALARM RED, SIREN - WAVERING TONE SEE: RED FLAG	ATTACK BY AIR OR MISSILE IS IMMINENT OR IN PROGRESS	<ul style="list-style-type: none"> • SEEK IMMEDIATE PROTECTION WITH • OVERHEAD COVER • MOPP 4 OR AS DIRECTED ¹ • REPORT OBSERVED ATTACKS
	HEAR: GROUND ATTACK, BUGLE - CALL-TO-ARMS SEE: RED FLAG	ATTACK BY GROUND FORCES IS IMMINENT OR IN PROGRESS	<ul style="list-style-type: none"> • TAKE IMMEDIATE COVER ^{2,3} • MOPP 4 OR AS DIRECTED ¹ • DEFEND SELF AND POSITION • REPORT ACTIVITY
BLACK	HEAR: ALARM BLACK, SIREN - STEADY TONE SEE: BLACK FLAG	ATTACK IS OVER AND NBC CONTAMINATION AND/OR UXO HAZARDS ARE SUSPECTED OR PRESENT	<ul style="list-style-type: none"> • MOPP 4 OR AS DIRECTED ^{1,3} • PERFORM SELF-AID/BUDDY CARE • REMAIN UNDER OVERHEAD COVER OR WITHIN • SHELTER UNTIL DIRECTED OTHERWISE
NOTES: 1. WEAR FIELD GEAR AND PERSONAL BODY ARMOR (IF ISSUED) WHEN OUTDOORS OR WHEN DIRECTED. 2. COMMANDERS MAY DIRECT MISSION-ESSENTIAL TASKS OR FUNCTIONS TO CONTINUE AT INCREASED RISK. 3. THIS ALARM CONDITION MAY BE APPLIED TO AN ENTIRE INSTALLATION OR ASSIGNED TO ONE OR MORE DEFENSE SECTORS OR ZONES.			

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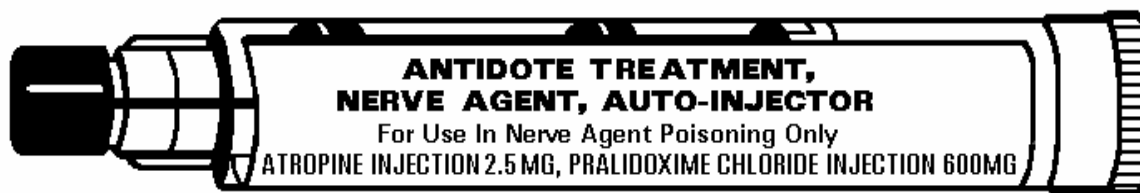
AFVA 10-2511
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SABC Checklist –

Expected Response to SABC Situations

Refer to Airmen's Manual pg. 177

Task/Action	Completed
1. Conduct thorough & prompt post-attack searches to identify casualties	
2. Don/place protective masks immediately on casualty when CBRN conditions exist	
3. Act with sense of urgency	
4. Check for breathing	
5. Check for wounds—Entry & exit	
6. Identify different types of bleeding--Arterial/Veins/Capillary	
7. Use direct pressure with a dressing to stop bleeding	
8. Know direct pressure, elevation, pressure points, tourniquet steps and hemostatic agent	
9. Use bandage to secure dressing to casualty	
10. Know how to apply a splint correctly	
11. Use proper litter technique for opening litter with the foot	
12. Use 2 litter straps	
13. Use a 4 man litter carry	
14. Person to the head and right of casualty is in charge of the litter team	
15. Transport casualty feet first	
16. Load casualty onto vehicle head first, so they can be off loaded feet first	
17. Transport casualty to DMF or other designated area for medical care	
18. Prevent further injury to casualty (e.g., protect injury site/put casualty in a bunker)	
19. Use an improvised SABC equipment as appropriate	
20. Use manual carries as required	



ATNAA A Kit

ATNAA Kit Checklist

Task/Action	Completed
1. Know symptoms of nerve agent poisoning - Dimming vision, Sweating/Excessive sweating, Drooling Runny nose, Nausea, Vomiting/Diarrhea, Tightness in chest, Difficulty breathing, Involuntary urination, Involuntary defecation, Pinpoint pupils, Unconsciousness, Muscles twitching, Seizures	
2. Know when/how to use ATNAA	
3. Use ATNAA injector	
• Check area for clear access upper outer thigh/buttocks	
• Hold firm pressure until injector injects	
• Hold for 10 seconds/bend needle and place on upper jacket	
4. Wait 10-15 minutes to see if symptoms subside and Heart increases and mouth becomes dry (did member know?)	
5. Repeat with second ATNAA if symptoms do not subside or increased heart rate and dry mouth does not occur	
6. If member is unconscious and muscles twitching	
• Administer all ATNAA	
• After all /ATNAA administer Diazepam	
7. Remove injector, bend needle on ground & attach to OG pocket	

ORI UXOs

Recognize, Record, Retreat, Report

Report UXO to UCC:	Completed
1. Location, cordon size, how UXO is marked, & distance between UXO and marker	
2. Class or shape (i.e. Foxtrot 1)	
3. UXO features	
4. UXO Condition (leaking? Intact? Broken?)	
5. Other Information	





What to do (or not to-do) with an IG - Keys to Success

Task/Action	Completed
1. Military Appearance/Customs and Courtesies	
• Display outstanding military appearance, professionalism, and courtesy	
2. Communication skills	
• Communicate effectively	
• Maintain eye contact with the inspector	
• When receiving inject or other instruction from the inspector clarify the tasks to perform	
• Review the applicable guidance; consult with co-workers and perform task	
• Solicit feedback from inspectors and channel information up chain of command	
3. Housekeeping	
• Keep duty section impeccably clean	
4. Safety	
• Wear the proper safety equipment (i.e..eye protection, boots, gloves , hearing protection)	
• Duty section in compliance with AFOSH standards	
5. Security	
• Maintain COMSEC/OPSEC	
• Used End- of-Day Checklist	

20FW BE-NO's – There will BE-NO...

- ...traveling alone – always travel with a wingman**
- ...Command and Control nodes (ICC, EOC, UCC/etc.) using personal e-mail accounts**
- ...answering a phone call without saying “line-up.”**
- ...ending a phone call without saying “line-down.”**
- ...cell phones, IPODS, Personal laptops, Video Games, Harry Potter Novels, Latest *Cosmopolitan* etc. in the play area**
- ...improper MOPP Gear wear and use**
- ...lack of sense of urgency**
- ...conflicts w/inspectors**
- ...not respecting simulations**
- ...parking in the wrong place**
- ...sneaking into Base X without processing TA**
- ...surfing the net on duty**
- ...reading anything other than AFMAN 10-100 or PME during dead time on shift**

Section 2

Standardization Checklists



Vehicle Operator's Quick Reference

1. Vehicles must be driven safely at all times
 - a) Use spotters while backing
 - b) Obey standard speed limits on and off flight line
 - c) Chock all vehicles that do not have two forms of brakes (i.e. tractors, wreckers, forklifts, buses etc.)
 - d) Reflective belts must be worn during hours of darkness
2. Prior to START EX, place SIM M8 paper on top corners of vehicle windshield where liquid contamination will be sure to come in contact w/ paper during attacks
3. Vehicle must be simulated toned down/ blacked out. IAW Shaw Base X Plan, reflective surface covering will consist of a strip of masking tape affixed to all participating vehicle windshields
4. Thoroughly check the vehicle for explosives and/or devices prior to using. Even if you are just changing out vehicles
5. If vehicle is not in use accomplish the following:
 - a) When possible, place the vehicle under cover or place steering wheel cover over the steering wheel
 - b) Close all doors and roll up windows
6. Operators must have the following item on their person:
 - a) GOV/CIV license
 - b) AF Form 483 annotated with flight line competency (if applicable) and driving in MOPP 4 qualification
 - c) Security line badge, if needed
7. Accident Reporting Checklist (SF 91 and DD518) should be found with the AF1800 and waiver form
8. All vehicle damage/contamination inputs must be reported to UCC and Base X Vehicle Management
9. Base X Phase II marking guidance can be found in the Shaw Base X Plan, Appendix 1 to Annex D

VEHICLE SIMULATIONS

Simulated M8 Paper

- Placard secured with tape
- Mark with date and time in pencil

Simulated Vehicle Covered

- Place steering wheel cover on steering wheel
- Remove cover before driving
- Remember to replace cover when exiting vehicle.

Simulated Vehicle Tone Down

- Masking Tape on lower left side of front windshield
- Sim Tone Down Placard

Phase II Base X Vehicle Placard

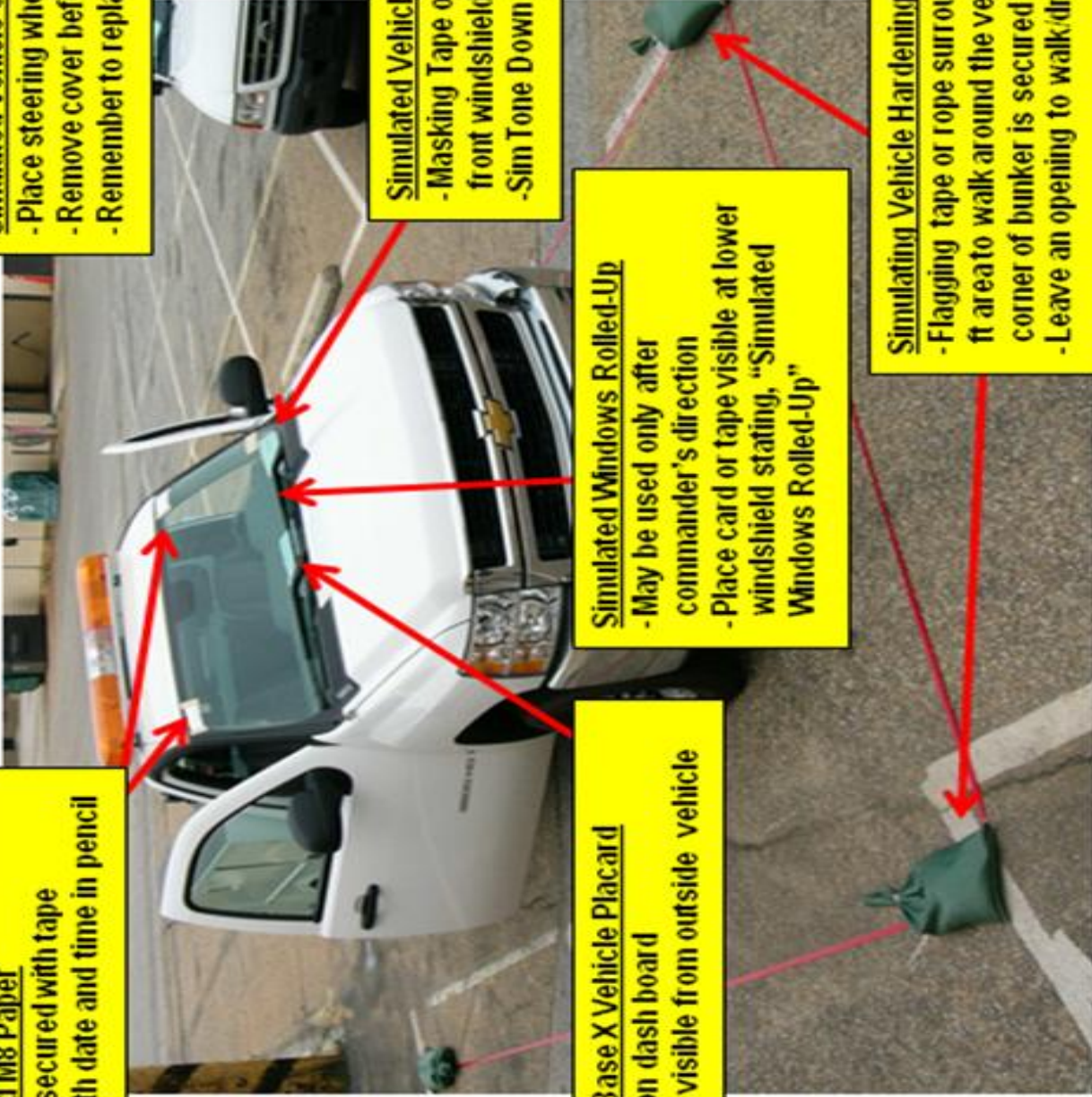
- Center on dash board
- Must be visible from outside vehicle

Simulated Windows Rolled-Up

- May be used only after commander's direction
- Place card or tape visible at lower windshield stating, "Simulated Windows Rolled-Up"

Simulating Vehicle Hardening

- Flagging tape or rope surrounding the vehicle w/2 ft area to walk around the vehicle; ensure each corner of bunker is secured with a sandbag.
- Leave an opening to walk/drive through



Facility Manager Checklists

Refer to Annex Q in Base X Plan for diagram and picture of Facility Decon Station

Facility Exterior	Completed
1. Sandbags placed at every corner of facility/building/tent	
A. Surveyor's tape/rope connected to sandbags (<i>During ORE/ ORI</i>)	
2. Staggered entryway into facility outlined in surveyor's tape/rope	
3. Contaminated waste collection container with lid:	
A. Cordoned off with surveyor's tape/rope- 10 ft radius around container with 4 ft entrance on one side	
B. Cordoned off at least 10 feet away from staggered entryway	
C. Container lined with two layers of plastic (trash bags)	
D. Contaminated waste container sign affixed to container	
4. Decontamination area set-up with the following items:	
A. Two glove trough containers:	
• One labeled w/masking tape "Sim 5% bleach"	
• One labeled w/masking tape "Water"	
• Both containers half filled with water	
B. One boot trough container w/lids:	
• Labeled w/masking tape "Sim 5% bleach"	
• Container half filled with water	
C. Facility Decontamination Station Procedures posted	
D. Facility Decontamination Station Log posted to track 400 uses and/or 48 hours	
E. Two pieces of Sim M8 paper on table (opposite sides)	
F. Table covered with two pieces of plastic (held down with sandbags)	
G. Two pieces of Sim M8 paper on each layer of plastic (opposite sides)	
5. M8 stanchions set out	
Facility Interior	
1. UCC Leader set-up	
A. Current Copy of EOC quick reference guide	
B. Execute EOC Checklist #17 – Initial Beddown	
2. Facility monitor's area set-up with the following items:	
A. ATSO Facility Set-up Checklist	
B. Door Monitor Checklist	
C. Building Accountability procedures	
D. Flashlights w/extra batteries	
E. Extra copies of PAR team map	
F. ATSO Information posted with the following items:	
• Facility Information sheet	
• Sign/Counter-sign, Duress Word & Chemical Code chart	

• Current PAR Map	
• Current MOPP Level	
• Current Alarm Conditions	
• AFVA-10-2512, Mission Oriented Protective Postures (MOPP)	
• AFVA-10-2511, USAF Standardized Attack Warning Signals	
• Shaw AFB Critical Information List	
G. Self Aid Buddy Care Kit location and Casualty Litter location	
H. PAR Team (primary and alternate) identified/posted	
I. COMPUSEC Posters Posted	
J. Network Incident Reporting Aid displayed/posted near computer	
K. Bomb Threat Reporting Aid displayed/posted near phones	

Covering Equipment, Vehicles and Other Assets

Obtain Barrier Material	Completed
1. Use water repellant plastic sheeting, canvas, tarpaulins, or specialized CBRN covers for barrier material	
2. Inspect all barrier material prior to use. Check for holes, rips, tears, etc	
3. Use at least two layers of cover so the top cover, along with any contamination, can be easily removed, safely discarded, and replaced	
4. When placing M8, always use at least 2 pieces of M8 paper horizontally & only on surfaces free of debris/liquid (use M8 Sim Annex Q of Base X Plan)	
Cover the Asset	
1. Affix at least 2 pieces of M8 paper on item to be covered	
A. Annotate M8 with time/date it was placed (M8 should not have multiple time/dates written on it)	
B. This provides indication whether contamination has made it through barrier material and onto asset	
2. Place a layer of barrier material over the asset	
3. Affix at least 2 pieces of M8 paper on this and on each additional layer of barrier material	
4. Use a separator device to create a buffer space between barrier material layers	
A. Separator device can be dunnage, wooden pallet, sandbags, etc	
B. If only one barrier material layer is available for use, place separator between asset and barrier material	
5. Place second sheet of barrier material over the asset and properly affix M8 paper to it	
6. Ensure outermost layer has M8 paper properly affixed to it	
Secure Barrier Material	Completed
1. Use sandbags to secure barrier material	
2. Roll or tuck excess barrier material inwards towards the asset, secure with sandbags (make sure sandbags are inside the covering material)	

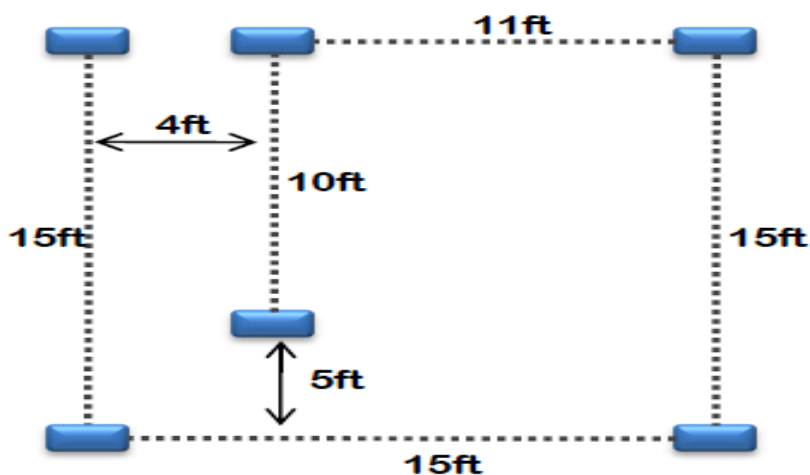
4. Sandbags must not be exposed	
5. Contact the UCC with location of asset and that it is covered	
Removing Contaminated Barrier Material	
1. Remove and fold contaminated barrier material in a manner to encapsulate it's contaminated surface	
2. Double bag the barrier material and place in established contaminated waste disposal points	
A. If contamination penetrates outer layer, separator device must be treated as contaminated waste	
3. If the unit contaminated waste container becomes full, unit will transport contaminated material to the zone contaminated waste collection point and notify UCC	
4. For more information, see SAFB Contaminated Waste Disposal Plan	

Vehicle/Equipment Hardening

Vehicles/Equipment Hardening- refer to Annex Q in Base X Plan for diagram	Completed
1. All vehicles/equipment simulated protected by the following:	
A. Surveyor's tape/rope connected to sandbags	
B. Tape connected to sandbags	
2. Vehicle doors do not extend beyond surveyor's tape/rope (when opened)	
3. Vehicle/equipment does not extend beyond surveyors tape/rope	
Personnel Bunkers	
1. Sandbags placed at corners and entryway of bunkers	
A. Surveyor's tape/rope connected to sandbags	
• The bunkers can only hold a max of 20 personnel	
• More than 20 personnel require additional bunker to be built	
B. All bunker dimensions are 15'x 15'	
C. The bunker's entrance is at least wide enough for litter—4 ft	
Trans-Attack	
1. If missile, aircraft or unknown (Mortar) attack in your Zone, then follow #3	
2. If known OPFOR ground attack in your Zone, then follow #4 below	
3. Procedures to assume the appropriate MOPP level	
C. If in MOPP 0 before the attack, remain in MOPP 0 w/helmet on	
D. If in MOPP 2 before the attack, dress to MOPP 4 w/helmet on	
E. All personnel stay low to the ground and use any available cover	
F. Monitor Communications via TBMCS, giant voice, telephone, radio, etc	
4. Sniper/disturbance or suicide bomber	
A. All personnel take cover w/helmet on	
B. Stay low to the ground and use any available cover	
C. Monitor Communications via TBMCS, giant voice, telephone, radio, etc	
5. Lock facility doors- as directed by EOC or FPCON instructions	

Post-Attack Actions	
1. Alarm Black Initial Release: Begin personnel accountability and internal facility sweeps	
2. Release PAR Teams when Alarm Black Limited Release is called	
3. Monitor status of PAR Teams while routes are ran	
4. In the event you lose communications with the primary PAR Team, release your alternate PAR Team	
5. Report all PAR Team findings/status to EOC/TBMCS while routes are being ran and upon completion of route	
6. Keep your ATSO Information Center updated	
A. Monitor Communications via TBMCS, giant voice, telephone,	
7. Ensure all personnel entering the facility/tent use the sign/counter-sign (or the chem code if in MOPP 4)	
8. After first chemical attack, ensure all personnel entering facility use the facility decontamination station prior to entering facility (MOPP 4 – Full Decon, MOPP 2 – Boots only)	
NOTE: DO NOT ALLOW PERSONNEL INTO FACILITY IF CONTAMINATED. They should stay outside in the bunker and wait for notification to proceed to CCA. UCC must contact EOC to receive permission to send contaminated personnel to CCA	

Standard 20 Personnel Bunker



Legend



Sandbag



Rope/Surveyors Tape

**Individual Protection Checklist – For Donning,
Inspection and Response to Attacks**
***Items in bold italics can result in a “KIA or WIA”
if not done correctly – Cover applicable steps based
on type of IPE (JSLIST or BDO)***

IPE Checklist	Frequency	Completed
1. Helmet marked with rank, first and last name, and USAF on front and back of helmet	Pre-Exercise	
2. Jacket marked with rank, first and last name, and USAF over wearer's right breast (see AFMAN 10-100, pg 27)	Pre-Exercise	
3. Jacket marked "Sim IBA" over wearer's left breast, if no IBA/flak vest is available to wear (ACC Standard SIM)	Pre-Exercise	
4. Simulated M9 placed correctly on suit (see AFMAN 10-100, pg 37)	Pre-Exercise	
5. <i>Filter canister intact (not hollowed out)</i>	Pre-Exercise	
6. DD Form 1574 shows current mask inspection date and due date one week out, mask must have an inspection date within 7 days of the exercise	Pre-Exercise	
7. DD Form 1574 shows required information in accordance with the Airman's Manual p. 212, to include date leak tested (leak test is good for 2 years)	Pre-Exercise	
8. Mask fit test accomplished, carried in mask carrier and wearing correct size for which they were tested	Pre-Exercise	
9. Member is aware of proper cleaning procedures	Pre-exercise	
10. Mask is in serviceable condition with no missing parts	Pre-exercise	
11. Individual has Airman's Manual in their possession	Pre-exercise	
12. <i>Individual has canteen filled with water</i>	Pre-Exercise	
13. Helmet secured	Donning	
14. <i>“Fogged up” mask?, check for hood trapped between outsert lens and main lens or twisted mask straps. Still fogging? - check inside mask for missing discs. Females w/long hair –let it hang freely and tuck in jacket</i>	Donning	
15. Mask carrier properly worn and closed	Donning	
16. Mask clean and free of residue that may cause malfunction or produce health issues	Donning	
17. Individual can demonstrate properly drinking from canteen with mask on	Donning	
18. BDO Trousers:		
19. Fly snaps and zipper fastened	Donning	

20. Side pull straps adjusted	Donning	
21. Leg zippers secured, hook and pile flaps secured and ankle strings tied	Donning	
22. BDO coat:		
23. Front zipper, snaps and sleeves secured	Donning	
24. Coat rear snaps secured to trousers.	Donning	
25. Waist cord tight drawn up and tied in a bow tie.	Donning	
26. Protective hood:		
27. Outlet valve covered	Donning	
28. Under arm straps fastened	Donning	
29. Adjustable neck strap secured under hook and pile fasteners for underarm straps	Donning	
30. JSLIST Trousers:		
31. Fly snaps and zipper fastened	Donning	
32. Suspenders over shoulders	Donning	
33. Waistband hook and pile fasteners secured to a snug fit	Donning	
34. Hook and pile fasteners on ankles secured	Donning	
35. JSLIST Coat:		
36. Front zipper secured; hook and pile fasteners secured on jacket front and wrists	Donning	
37. Elastic retention cord pulled through legs and snapped in place	Donning	
38. Coat retention cord tied into a bow tie	Donning	
39. Hood positioned properly with hook and pile fasteners secured	Donning	
40. Hood barrel locks snapped together / draw strings tightened		
41. Overboots:		
42. Fully fastened	Donning	
43. Worn underneath trousers	Donning	
44. Gloves:		
45. Glove insert gauntlet under duty uniform	Donning	
46. Glove gauntlet under BDO/JSLIST coat sleeves	Donning	

PAR Team Briefing Guide

Unit Post Attack Reconnaissance (PAR) teams are a vital part of the Wing's response to attacks. PAR teams provide the commander a rapid means of locating casualties, fires, contamination, unexploded ordnance (UXO) / Improvised Explosive Devices (IEDs) identifying and marking hazards, and determining status of damage assessment to facilities and /or equipment in unit areas. The Commander and staff use information collected during PAR to determine the need for and priority of conducting recovery operations, such as Split MOPP implementation, firefighting, casualty treatment, UXO/IED safeing, airfield damage repair, and facility restoration

1. Unit PAR teams are directed through their Unit Control Centers (UCCs). Team(s) will consist of a minimum of 2 personnel each and will have alternate team(s) identified and trained. Alternate PAR team(s) will assume PAR duties if Primary team(s) become incapacitated or unavailable.
2. PAR teams must have all equipment listed in the PAR team equipment inventory in PAR team checklist.
3. Prior to attacks, the teams are responsible for executing unit plans for pre-positioning SIM M8 paper, dispersing and maintaining security of unit assets, expedient hardening measures, and placing and maintaining the serviceability of contamination avoidance covers.
4. After attacks, PAR teams will ensure the entrance is clear and proceed around the facility on a pre-established route ensuring they are not walking side by side. Upon discovery of UXOs/IEDs, contamination, casualties, and/or damage the PAR team will immediately report the information to their UCC. Upon completion of their route the team will mark off all hazards. The PAR team will report back to the facility if additional assistance is required for casualties, UXOs/IEDs, etc.
5. The PAR team members must understand and know how to do the following:
 - Complete the PAR checks as promptly and safely as possible.
 - Conduct self-aid/buddy care procedures.
 - Depart the facility when directed by UCC
 - Use extreme caution and watch for UXOs/IEDs in **entranceways**
 - Report findings to the UCC
 - Use Facility Decontamination station prior to re-entering the building

NOTE: Only use bright, white light when checking M-8 paper. Do not use colored lenses.

PAR Team Checklist

Introduction		
<p>NOTE: The primary objective of the PAR Team is to confirm or deny:</p> <ul style="list-style-type: none"> • The existence of CBRN contamination • The presence of UXOs/IEDs • The presence of opposing forces • The presence of fires, casualties, etc. • Damage to mission essential facilities and/or assets <p>The secondary objective of the PAR Team is to identify:</p> <ul style="list-style-type: none"> • Render SABC to injured • The type of Chemical Biological Radioactive and Nuclear (CBRN) contamination • The type of UXOs/IEDs • Damage to vehicles, equipment, roads/taxiway/ramp, buildings, etc. 		
ORGANIZE, TRAIN, AND EQUIP		Completed
1	Primary and Alternate members must have completed PAR Training	
2	Read AFMAN 10-2602, pages 213-233	
3	Assemble and inventory PAR Kit and First Aid Kit (see below)	
4	Train primary and alternate members on facility specific routes	
5	Become familiar with PAR Routes for buildings adjacent to facility (buddy building). Ensure you have a copy of their PAR map.	
BEFORE ANY ATTACK – AT BEGINNING OF EACH SHIFT		
1	Assemble and inspect PAR team equipment	
2	Survey area of responsibility	
3	Identify primary and alternate teams and routes	
4	Run routes every 2 hours to check for status of equipment (detection, dispersal and covering), alteration in terrain/ route, possibility of covert attack or IED placement.	
5	Annotate map with key information and provide a copy to their UCC	
6	Identify facility power, gas, HVAC and fuel cutoffs	
7	Pre-position SIM M8 paper	
8	Identify expedient firefighting assets	
9	Identify location and inspect first-aid kits	
10	Identify blackout actions	
11	Review UXO identification chart	
12	Identify assets / Implement contamination avoidance actions (i.e. covering of assets, facility decontamination stations setup, etc.)	
13	Assume appropriate MOPP level as directed	
14	<p>Check that all team members have donned gear correctly and completely according to MOPP level</p> <ul style="list-style-type: none"> • Check team members to ensure everything is correctly taped, snapped, zipped, tied, annotated, etc. • Study PAR Team route and designate who will follow each route if there are multiple routes • Study route of buddy building • Review expected procedures 	

15	At the start of each shift, check that the PAR Kit has all required items (see attachment 1, PAR Team Equipment Inventory). Resupply as necessary. <ul style="list-style-type: none"> Confirm radios communicate clearly with UCC 	
16	Notify the UCC of your team's status, i.e.: <ul style="list-style-type: none"> All members equipped ready to go Team not ready to go because... 	
DURING ANY ATTACK		Completed
1	Take cover, preferably inside a building AND near the entrance	
AFTER ANY ATTACK		
	Expected procedures: <ul style="list-style-type: none"> If you hear "ALARM RED – MOPP 4," be prepared to wait about 20 minutes before being released to check route If you hear "ALARM RED – MOPP 2," be prepared to be released 5 minutes after the explosions stop 	
1	When "INITIAL RELEASE" call issued, take accountability of personnel and begin internal sweep of building for damage and casualties	
2	Assemble near the entry of your building with all team members/equipment but wait for UCC/Facility Manager to relay "LIMITED RELEASE" call	
3	If you are waiting for "LIMITED RELEASE," <ul style="list-style-type: none"> Check team members again – if there is time – to ensure everything is correctly taped, snapped, zipped, tied, annotated, etc. 	
4	When "LIMITED RELEASE" call issued, open door cautiously and check "5 and 25" – i.e., look around the first 5 feet, then around next 25 feet; if you see: <ul style="list-style-type: none"> Opposing Forces: Take cover; call in utilizing S-A-L-U-T-E format UXOs/IEDs within 5 feet: <ul style="list-style-type: none"> Close door Report findings to UCC Exit through another door UXOs/IEDs within 25 feet: <ul style="list-style-type: none"> Go around the UXO Move appropriate distance from UXO before reporting it to UCC via radio <ul style="list-style-type: none"> Minimum 25 feet for handheld radio Minimum 100 feet for vehicle radio Keep moving <p>START your PAR routes:</p> <ul style="list-style-type: none"> One person looks to the right while the other looks to the left. Keep team staggered; do not walk right next to each other. Scan the ground for UXOs/IEDs; scan the trees and roof-tops for items; if you see anything: Move appropriate distance away from suspected UXO/IED before using radio Call UCC on radio to report finding; if you recognize the type, report that Keep moving – don't stop to cordon it now (at night place a light stick to assist in finding the hazard when you return to cordon it after your route is complete.) 	

	<ul style="list-style-type: none"> • Check M8 paper on all stanchions, equipment and vehicles; look on glass and in low areas for droplets; if you see anything: • Report findings to UCC: • Exact location of stanchion • Color and density of contamination using the M8 Reporting Guide (see attachment 2) • Keep moving - don't stop to mark it now (at night place a light stick to assist in finding the hazard when you return to mark it after your route is complete.) • Look for environmental indicators – dead wildlife, discolored foliage - report findings to UCC and keep moving • Look for biological sprayers - report finding to UCC and keep moving • Check M9 paper on each other for contamination frequently; if positive perform immediate decon and report contamination to UCC • If casualties are found: • Do only essential SABC to stop bleeding • Call in information about injured and request assistance • IF YOU DON'T FIND ANYTHING – report negative M8 results to UCC every 3rd stanchion to confirm you're still outside, instead of after each negative stanchion <p><u>AFTER finishing your route:</u></p> <ul style="list-style-type: none"> • Notify UCC you've completed your route • Check to see if other team has completed their route; assist if necessary • Go back to assist with SABC for injured • Go back to specifically identify and cordon off UXOs/IEDs IAW Base X Plan <p>Go back to mark contaminated vehicles, equipment and assets IAW Base X Plan</p> <p><u>BEFORE re-entering the building:</u></p> <ul style="list-style-type: none"> • Follow posted Facility Decontamination Station procedures • Report findings to UCC 	
AS REQUIRED		
5	Conduct expedient firefighting	
6	Take injured to the casualty collection point	
7	Report enemy activity (S-A-L-U-T-E format)	
8	Report enemy casualties and abandoned weapons	
9	Survey vehicles and equipment for damage	
10	Maintain contact with the UCC or EOC	
11	Request UCC or EOC assistance	
12	Advise UCC or EOC on ability to conduct mission	
14	Practice contamination avoidance	
15	Conduct immediate decontamination	

PAR Team Equipment Inventory	Frequency	Completed
Flashlight (high quality, >5000 candlepower) with Batteries	2 ea	
Chemical Light Stick	20	
Surveyors Tape	4 rolls	
Wire flags or ground stakes	12 ea	

M8 Paper (simulated)	50 sheets	
M9 Paper (simulated)	2 rolls	
Magnifying Glass	1 ea	
Standard contaminated asset sign	12 ea	
Standard UXO marking sign	12 ea	
Indelible Marking pen	2 ea	
Pencils	2ea	
Masking Tape (1-2” Wide) and Indelible Marking Pen	2 Rolls/2 Pens	
Map or Diagram of PAR Routes and Responsibility Area	1 ea	
Radio on Unit Network with Spare Batteries	1 ea	
IFAC or equivalent	1 ea	

M-8 Reporting Guide

Put Time & Date of placement on M8 Paper

Change M8 Every 24 Hours or When Directed

	<div>CLEAR (M8 All Clear)</div>	
<div>RED HEAVY</div>	<div>BLUE HEAVY</div>	<div>YELLOW HEAVY</div>
<div>RED MEDIUM</div>	<div>BLUE MEDIUM</div>	<div>YELLOW MEDIUM</div>
<div>RED LIGHT</div>	<div>BLUE LIGHT</div>	<div>YELLOW LIGHT</div>
Report All Findings to UCC Using the Above Terminology (i.e. Red Heavy, Blue Medium)		

Contaminated Remains Checklist

Contaminated Remains Checklist	Frequency	Completed
1. Wingman of deceased/contaminated Airman will contact their squadron UCC.		
2. UCC will contact EOC/ESF representative.		
3. ESF (host squadron) will coordinate with DMF ESF representative and ICC for approval to transport contaminated remains.		
4. Best route for transporting of remains will be identified by EOC.		
5. ESF (squadron) will inform UCC of best route.		
6. UCC will notify Wingmen of best route.		
7. Wingman passes identification information to UCC, and UCC will notify ESF representative (DMF/ESF representative will ask for specific data on individual if available)		
8. Four man litter carry with litter straps will be used (2 straps all the time for safety- no walking dead in Base X). The Airman at the right of the victim's head is in charge of lift commands. Ref: Airman's Manual		
9. Transport remains in covered vehicle to DMF if available.		
10. Arrive outside DMF entrance perimeter with remains. Coordinate with DMF through your UCC in advance to ensure they know you are arriving with contaminated remains.		
11. Once you have dropped off the remains at the DMF, inform your UCC of task completion.		
12. Decontaminate your vehicle and any items you may have come in contact with while transporting the contaminated remains.		

Section 3

Other Important Information



Info you should know (OPSEC, Critical Information List, etc.)

Computer Network Incident Reporting Checklist

BASE-X NETWORK INCIDENT REPORTING AID <i>OPSEC: DO NOT DISCUSS/TRANSMIT CRITICAL INFORMATION VIA NON-SECURE MEANS</i> COMPUTERVIRUS REPORTING PROCEDURES FOR USERS	
STEP 1	STOP! DISCONNECT THE LAN CABLE. Discontinue Use, mark computer "Do Not Use"
STEP 2	LEAVE THE SYSTEM POWERED UP. Personnel should not click on any prompts, close any windows, or shut down the system.
STEP 3	If a message appears on the monitor of the affected system - WRITE IT DOWN
STEP 4	WRITE DOWN ALL ACTIONS that occurred during the suspected virus attack. (Did the virus come from an e-mail attachment, diskette, etc.?)
STEP 5	REPORT IT IMMEDIATELY! Contact the CFP @ 895-9944.
NOTE: When reporting a suspected virus to your CSA, ISSO and/or the CS Helpdesk ensure that you give the following information to the technician: - Event Date and Time - Report Date and Time - Your name, telephone number, bldg, and organization - Name of your CSA - Location of infected system(s) - Location of infected system(s) - Location of infected system(s)	
CLASSIFIED MESSAGE INCIDENT (CMI) REPORTING PROCEDURES FOR USERS	
A CMI is defined as a classified message that has been sent and/or received over a network that is not approved for the classification in question.	
STEP 1	STOP! DISCONNECT THE LAN CABLE. Discontinue Use, mark computer/printer "Do Not Use"
STEP 2	SECURE affected system(s) and/or printer(s) in a GSA-approved container or vault, or post a guard with the appropriate clearance.
STEP 3	REPORT INCIDENT IMMEDIATELY by telephone or in person to your Security Manager and the CFP at ext 895-9944. Note: You may only say, "I'd like to report a possible CMI" via non-secured means and wait for Helpdesk personnel to assist.
INFOCON LEVELS	
INFOCON presents a structured, coordinated approach to defend against and react to adversarial attacks on DoD computer / telecommunication systems and networks. INFOCON levels are as follows:	
Level 5: Routine NetOps: Normal Readiness of information systems and networks that can be sustained indefinitely. Level 4: Increased Vigilance: In preparation for operations or exercises, with a limited impact to the end user. Level 3: Enhanced Readiness: Increases the frequency of validation of information networks and its corresponding configuration. Impact to end-user is minor. Level 2: Greater Readiness: Increases the frequency of validation of information networks and its corresponding configuration. Impact to administrators will increase and impact to end-user could be significant. Level 1: Maximum Readiness: Addresses intrusion techniques that cannot be identified or defeated at lower readiness levels. Only implemented in limited cases. Could be significant impact on administrators and end-users.	
DISPLAY/POST THIS AID NEAR COMPUTER WORKSTATION	
BASE-XVA 33-1, 9 January 2009 (SS/S same, 10 October 2008) Prescribing Directive: AFI 33-138 OPR: Base X CFP	
ACCESSIBILITY: Publications and forms are available digitally. RELEASABILITY: Access to this publication is restricted. This publication may be released to government employees with access to the restricted website.	

INFOCON PROTECTIVE MEASURES

Network User "DO's and DON'Ts"

Don't download a game or program from the Internet without formal software approval.

Don't ever leave your computer unattended without locking your workstation and removing your CAC from the CAC reader.

Report suspicious activity. As the INFOCON level escalates, personnel should become increasingly mindful of situations that indicate information may be at risk. Stay alert for possible **computer viruses, malicious code attacks and unauthorized persons** asking for potentially sensitive information, i.e. user-ids, passwords, website or E-mail addresses. Heighten your awareness for signs that your E-mail, login account, or other correspondence might have been tampered with or opened.

When to sign and/or encrypt E-mail

PKI Digital Encryption – Use DoD PKI certificates to encrypt e-mail containing For Official Use Only, Privacy Act, and Personally Identifiable information; individually identifiable health information; and other sensitive, but unclassified information.

PKI Digital Signature – Use digital signatures whenever it is necessary for the recipient to be assured of the sender's identity, have confidence the message has not been modified, or when non-repudiation is required.



Call the CFP at 5-9944 for ISSO and CSA support if your unit does not have a deployed ISSO or CSA

NOTES

**DISPLAY/POST THIS AID NEAR
COMPUTER WORKSTATION**

BASE-XVA 33-1, 9 January 2009 (SS/S same, 10 October 2008)
Prescribing Directive: AFI 33-138 OPR: Base X CFP

REVERSE

20th Fighter Wing Critical Information List

- 1. Decrease/shortfalls in combat capability/readiness of the 20 FW**
- 2. Passwords-NIPRNET, SIPRNET, TBMCS, GCCS**
- 3. Mission aircraft data that includes routes, orbits, altitudes, call signs, frequencies, or times in operation to include wing flying schedule**
- 4. O-Plans 20 FW personnel have responsibility for or are actively working**
- 5. Airlift information indicating employment dates/times, locations, number/types of aircraft**
- 6. Deployment, Mobilization, Employment, and TDY details**
- 7. Command, control, and communications capabilities and procedures**
- 8. Reaction times to worldwide crisis situations**
- 9. Weapon systems capabilities, limitations, effectiveness, and expected uses**
- 10. Constraints placed on operators or operations; limiting factors affecting operations**
- 11. Positions of equipment, supplies, or manpower in preparation for operations**
- 12. Information on items such as flight plans, maps, cold/hot weather gear, or admin items that could indicate the location of an operation**
- 13. Data revealing time schedules of an operation**
- 14. Employment capabilities at Collocated Operating Bases (COBs), Main Operating Bases (MOBs), Follow-on Locations (FOLs), and dispersed locations**

- 15.VIP movements when traveling in anticipation of an exercise or contingency**
- 16.Aircraft employment capabilities and tactics**
- 17.Personnel status reports (locations, type, number)**
- 18.Sortie generation mission planning information revealing specific mission information, including: Time over Target (TOT), Target locations, mission frequencies, laser codes, Identification Friend or Foe (IFF) codes, number and type of aircraft for a mission**
- 19.Tasking of 20 FW and other ACC organizations and their deployment locations under contingency/war plans**
- 20.DEFCON announcement for US forces within a theater and meaning of such announcements; Association of real world with exercise terms**
- 21.Aircraft conversion/modification schedules**
- 22.Relocation or activation of alternate command centers**
- 23.Results of local and HHQ exercise, evaluations, inspections and staff assisted visits**
- 24.Status of Programmed Maintenance (PDM) schedule and its impact on day-to-day capabilities and reaction to contingency tasking**
- 25.Recall Rosters and key personnel**
- 26.Increase in requests for weather data for a specific operational area**
- 27.Medical immunization requirements**
- 28.Significant changes in manpower strengths and work schedules in preparations for operations that would indicate time schedule of operation**
- 29.Information relating to Operation Noble Eagle (ONE) alert tasking**
- 30.Discussion of future unit's capabilities being planned for Shaw AFB including Site Action Task Force (SATAF) results**

